



# BEAR RIVER HEAD START EMPLOYMENT REQUISITION

Coordinators and Supervisors: Have form completed and signed before action is requested.

<p><i>If you have any questions regarding the information on this Employment Requisition or hiring procedures of Bear River Head Start, please contact our representative:</i></p> <p><b>Kris Bersonnet</b> Phone: 755-0081 FAX: 755-0125</p>	<p>Date of Request: <u>11/17/15</u> Action Requested by: <u>Terrah Smith</u></p> <p>POSITION REQUESTED: <u>EHS Family Advocate</u></p> <p>Check Program: <input checked="" type="checkbox"/> Early Head Start <input type="checkbox"/> Preschool Head Start</p> <p>Focus Area: <u>Family</u> Center Location: <u>CACHE</u></p>	
<p><b>Status:</b></p> <p><input checked="" type="checkbox"/> Regular (No. Hrs. Day <u>8</u>) <span style="margin-left: 100px;"><input type="checkbox"/> 9 1/2 Month Position</span> <span style="margin-left: 100px;"><input checked="" type="checkbox"/> Hours Variable</span></p> <p><input type="checkbox"/> Part Time (No. Hrs. Week <u>        </u>) <span style="margin-left: 100px;"><input checked="" type="checkbox"/> 12 Month Position</span> <span style="margin-left: 100px;"><input type="checkbox"/> Hours Fixed</span></p> <p><input type="checkbox"/> Temporary (Period <u>        </u> to <u>        </u>)</p>		
<p><b>Benefits after one year's employment:</b></p> <p><input checked="" type="checkbox"/> SEP Retirement Plan</p> <p><input checked="" type="checkbox"/> Vacation</p>	<p><b>Benefits:</b></p> <p><input checked="" type="checkbox"/> Medical Insurance</p> <p><input checked="" type="checkbox"/> Personal Leave</p> <p><input checked="" type="checkbox"/> 403B Retirement Plan</p>	<p><b>Desired Hire Date:</b></p> <p><u>January 4, 2016</u></p>
<p>Rate of Pay: \$ <u>21.31</u> (Circle) Hour / Pay Period <u>Month</u> Grade: <u>20</u> Step <u>4</u></p>		
<p><b>Special Needs:</b></p> <p><u>Spanish speaking preferred</u></p> <p><u>Degree in Human Services field preferred.</u></p> <p><u>Experience working with families preferred.</u></p>		

OPENING DATE: Nov. 19, 2015 (Allow 2 days after completion for opening date.) CLOSING DATE: Dec. 7, 2015 (Allow 10 working days from opening to closing.)

APPROVED BY: (Signatures authorize expense of advertising this position in newspapers and placing ad with local employment agencies.)

 Coordinator	<u>email approval</u> Program Director (verbal confirmation)	 Fiscal Office
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Distribution of completed form:

☐ PHS Receptionist  
☐ EHS Receptionist  
☐ PHS Secretary  
☐ Fiscal Assistant/Fiscal Officer

☐ Parent Involvement Specialist - EHS  
☐ Parent Involvement Specialist - PHS  
☐ Coordinator/Supervisor Requesting Action  
☐ Hiring File for Position